



## REGULAR MEETING OF THE OSHAWA PUBLIC LIBRARY BOARD

Thursday, January 16, 2025 beginning at 6:30 p.m.  
McLaughlin Branch, Boardroom

### MINUTES

**Present:** Chair Eric Guernsey, Vice-Chair Elizabeth Jamischak, Trustee Jim Clapp, Trustee Sacha Fabry, Trustee Andrew Holmes, Trustee Kathryn McMillan, Trustee Marco Osso and Trustee Alexander Parkin

**Regrets:** Trustee Mark Ashcroft, Councillor Tito-Dante Marimpietri and Trustee Carolyne Willoughby

**Staff:** Frances Newman, Chief Executive Officer  
Mary Ann Gruppuso, Director, Customer Experience  
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

#### 1. Land Acknowledgement

The land we are standing on today is the traditional territory of the Mississaugas of Scugog Island First Nation and is now home to many diverse First Nations, Inuit, and Métis Peoples. We acknowledge that Oshawa is covered under the Williams Treaties and as a settler on these lands we are all treaty people.

May we respectfully honour the knowledge and understanding of the Indigenous stewards of these ancestral lands and ensure that the voices of the First Peoples are represented in our collections, programs and services.

#### 2. Call to Order / Approval of Agenda

**(01-25) MOTION** – Moved by Trustee Parkin, seconded by Trustee Osso,  
“That the Oshawa Public Library Board approve the Agenda for the January 16,  
2025 Board meeting. **CARRIED**”

3. **Declaration of Conflict of Interest**

No conflicts were declared at this point of the meeting.

4. **Meet the Friends of the Library Representative, Lois Gillette**

Chair Guernsey introduced Lois Gillette, Chair of the Friends of the Oshawa Library group. Ms. Gillette provided a brief overview of the group's initiatives and how they support the Library. She reported that the group of volunteers work all year long in preparation for the 2 semi-annual book sales sorting materials that are received from the public, as well as the discards from the Library. The volunteers also ensure the books are replenished throughout the year at the ongoing book sales at the McLaughlin branch and Savers Drug Mart store in Oshawa.

At this point of the meeting Trustee Holmes arrived to the meeting.

Ms. Gillette also provided a brief overview of the support received from the Cinefest Durham group. Cinefest Durham brings quality Canadian and International films to Durham Region that are shown at the Oshawa Cineplex for a fee. She reported that all profits raised by this group support special projects for the Library.

Ms. Gillette reminded the Library Board Trustees that the spring book sale is scheduled for April 10-12 and the fall book sale is tentatively scheduled for October 2-4. She encouraged all Board Trustees to reach out to her if they are interested in volunteering with sorting books or with the upcoming book sales.

At this point of the meeting Trustee Fabry arrived to the meeting.

The Board thanked Ms. Gillette and the Friends' group for their continuous support and efforts.

5. **Approval of the Minutes**

**(02-25) MOTION** – Moved by Trustee Jamischak, seconded by Trustee McMillan,  
“That the Oshawa Public Library Board approve the minutes from the  
November 21, 2024 meeting.” **CARRIED**

## 6. Consent Agenda

The Board Trustees received each of the following reports in their meeting packages, which were provided in advance of the meeting:

1. CEO Strategic Plan Update and Activity Highlights Report
2. Q4/24 Statistics Report
3. Annual Risk Management Program Report

**(03-25) MOTION** - Moved by Trustee Clapp, seconded by Trustee Holmes, “That the Oshawa Public Library Board approves Consent Agenda items 1 to 3, being the CEO Strategic Plan Update and Activity Highlights Report, Q4/24 Statistics Report and the Annual Risk Management Program Report, as presented.” **CARRIED**

## 7. Business Arising from Minutes

N/A

## 8. New Business

### 1. 2025/26 Operating Budget Briefing Note

Chair Guernsey acknowledged Trustee Fabry’s proposed motion sent to the Board the previous day by email to propose that the CEO together with participating Board members draft more comprehensive revenue generating options. Chair Guernsey also advised the Board that under the direction of the previous Board a Fundraising Strategy was formed and suggested that this strategy be rolled out to the Finance Committee as a first step in this initiative. A brief discussion ensued.

Trustee Fabry proposed a two-year advocacy plan be developed to address the budget shortfall. At this point of the meeting the Board made a motion to move in-camera.

### **In-Camera Item – Personnel Matter (Public Libraries Act – Section 16.1(4)(b))**

**(04-25) MOTION** – Moved by Trustee Jamischak, seconded by Trustee Clapp, “That the Oshawa Public Library Board move in-camera to discuss a personnel matter.” **CARRIED**

**(05-25) MOTION** – Moved by Trustee Jamischak, seconded by Trustee Clapp,  
“That the Oshawa Public Library Board rise from in-camera.”

**CARRIED**

At this point of the meeting CEO Newman presented the 2025 Operating Budget Briefing Note to achieve the \$363,000 reduction in the budget submitted to the City of Oshawa. Discussion ensued.

**(06-25) MOTION** - Moved by Trustee Holmes, seconded by Trustee Jamischak,  
“That the Oshawa Public Library Board endorses the proposed plan to achieve the \$363,000 reduction in the 2025 budget as set out in the Briefing Note report.”

**CARRIED**

At this point of the meeting, Trustee Fabry introduced a motion to propose willing Board Trustees draft comprehensive revenue generating options and develop a two-year advocacy plan to address budget shortfalls.

**(07-25) MOTION** - Moved by Trustee Fabry, seconded by Trustee Holmes,  
“That the Finance Committee of the Oshawa Public Library Board in partnership with willing Board members draft more comprehensive revenue generation options and a two-year advocacy plan to address budget shortfalls.”

**CARRIED**

Following a brief discussion, Trustee Fabry made a motion to amend Board Motion 07-25.

**(08-25) MOTION** - Moved by Trustee Fabry, seconded by Trustee Jamischak,  
“That the Oshawa Public Library Board approves an amendment to Board Motion 07-25, and the Board further approves that a date for a working strategy session will be set to draft more comprehensive revenue generation options, together with a two-year advocacy plan to address budget shortfalls with willing Board Trustees and members of the Management Team.”

**CARRIED**

## **2. Financial Report as at December 31, 2024 and Year-End Forecast**

CEO Frances Newman referred to the financial report provided to the Board in their advance meeting packages. She reported that the information contained in the financial report is as at December 31, 2024. A brief discussion ensued.

**(09-25) MOTION** - Moved by Trustee Clapp, seconded by Trustee Parkin,  
“That the Oshawa Public Library Board approves the Financial Report as at December 31, 2024 as presented.” **CARRIED**

**3. Confirmation of Committee Members and Officers**

Chair Guernsey asked the Board if there were any members that would like to consider changing committees as the Board is at the half-way point of their term. There were no changes to approve at this time.

**(10-25) MOTION** - Moved by Trustee Fabry, seconded by Trustee Parkin,  
“That the Oshawa Public Library Board approves that the composition of the Board Committees will remain unchanged for the 2025 year.”  
**CARRIED**

**9. Other Business, if any**

None.

**10. Adjournment**

**(11-25) MOTION** - Moved by Trustee Clapp, seconded by Trustee Fabry,  
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:56 p.m.